

**CHILD CARE LICENSING ADVISORY COMMITTEE  
MEETING MINUTES**

9 January 2014

Cannon Health Building, Room 128  
Salt Lake City, UT

**Members Present:** Dale Smith, Ed Dieringer, Pat Marino, Julie Shakib, Tracey Brown, Heidi Radeke, and Diane Wilkinson

**Members Excused:** Carol Thompson

**Members Absent:** Joni Hemond

**Department of Health and Child Care Licensing Staff Present:** Teresa Whiting, Simon Bolivar, Donna Thomas, Karrie Phillips, Jessica Strout, Sue Kirkham, Colleen Murphy, Joyce Hasting, Sarah Atherton, Rosemary Vander Meyden, Kathleen Westover, and Jolene Holbrook

**WELCOME**

Mr. Smith welcomed the members of the committee and the public.

He reported that there should be new committee members approved and attending the next meeting.

**OLD BUSINESS**

**Minutes from last meeting to be approved**

Minutes from the last meeting were approved. Mr. Smith asked that members please respond to the e-mail requesting a review of the minutes.

**Recommendations for oversight of license-exempt programs proposal**

At the last meeting Mr. Dieringer agreed to chair a sub-committee to discuss how to get the existing license-exempt statute changed. He reported that the sub-committee recommends the following changes to the statute and will find a legislator to sponsor a bill for these changes:

- To be license-exempt providers will have to apply for and receive documentation of a license-exempt status from the Child Care Licensing Program.
- The background screening rules for licensed providers will apply to license-exempt providers.
- The Child Care Licensing Program can investigate complaints files against license-exempt providers and substantiated complaint allegations will be public information.
- License-exempt programs will be required to post documentation of their license-exempt status and contact information to file complaints and to view substantiated complaints.

Ms. Wilkinson stated that she wanted to be part of this sub-committee and was not told of any meetings. Mr. Dieringer apologized and said he will invite her to future meetings.

Sheila Anderson voiced her support of the proposed changes, stating they will help risk the chances of child abuse, will strengthen the ability of families to make informed decisions about child care, and will provide policy makers with accurate data about child care programs.

Alda Jones said the Children's Center staff (herself included) also support the proposed changes and will, if requested, supply a letter of support. She commended the committee for coming up with a very doable first step in changing the license-exempt statute.

Mr. Dieringer made a motion that the committee vote on approval of the proposed changes. The motion was seconded by Mr. Marino. The committee unanimously voted in favor of the proposed changes.

### **Question about substitutes for committee members**

Mr. Bolivar responded to a previous question about substitutes for committee members. He stated that committee members can send substitutes when they cannot attend meetings and those substitutes can vote for them. He asked that committee members let him or Dale know when they are sending a substitute in their place.

## **NEW BUSINESS**

### **Election of a new Committee Chair**

Mr. Marino proposed that Mr. Smith serve another term as the committee chair. This was seconded by Dr. Shakib. Mr. Smith called for a vote and the committee unanimously voted for Mr. Smith to serve another term as the committee chair.

Mr. Bolivar told everyone that agenda items can be submitted to him or to Mr. Smith. Mr. Smith added that items can also be presented during the public comment period. Ms. Whiting reminded them that the committee cannot vote on items not on the agenda.

### **Proposed rule change**

Mr. Bolivar presented a proposed change in the background screening rule that increased the time to submit initial background screening forms from 5 days to 10 working days from the first day the individual is involved with the facility. Ms. Whiting added that the current 5 day time requirement is stricter than those for other agencies that run background screenings.

Mr. Marino moved to approve the proposal and Ms. Brown seconded the motion. The committee voted unanimously to approve the proposed change.

### **Updated Rule Interpretation Manuals**

Mr. Bolivar reported that the Rule Interpretation Manuals are updated at the beginning of the year. The updated manuals should be on the web page by the end of January.

Ms. Smith asked how everyone knows about the updates. Mr. Bolivar answered that it is on the web page, and post cards are sent to regulated providers and the Care About Child Care agencies.

## AGENCY REPORTS

### Care About Child Care

Mr. Matherly gave updates about Care About Child Care. He said new grants have been released to help providers renew criteria and achieve new criteria. Information about the grants can be found by going to the provider section of the Care About Child Care web page.

Mr. Matherly said that anyone who was interested in receiving information about Care About Child Care updates can be added to the list of interested parties by e-mailing Toni Sierra at [tsierra@utah.gov](mailto:tsierra@utah.gov).

Mr. Matherly explain some future changes in Care About Child Care. Upcoming federal requirements will require participation in Care About Child Care to receive DWS child care subsidy payments. This will be necessary to show quality improvement plans and monitoring of those plans.

Ms. Floyd, the director of Office of Child Care, added that it is not her intent to make Care About Child Care a complicated system or to add more requirements. She is trying to balance the needs of the providers and the children and the federal requirements. She pointed out that what Mr. Matherly presented was a framework to start discussions and she wants feedback from as many people as possible before she makes any decisions. She repeated that she has to meet the federal requirements to receive federal funds.

Ms. Floyd reported she is working on six changes for the upcoming year:

1. The Family, Friend, and Neighbor providers, who are currently license-exempt, will need to meet certain requirements to continue to receive subsidy payments. By May 3<sup>rd</sup> they will need current certification in First Aid and Infant and Child CPR. By October 1<sup>st</sup> they will need to complete training, have a fire clearance of the home, and have a safety inspection of the home from Child Care Licensing.
2. May 1<sup>st</sup> is the tentative date for an increase in the licensed center subsidy rates for infants, 3-year-olds, 4-year-olds, and 5-year-olds.
3. July 1<sup>st</sup> is the tentative date to implement an expedited first month of child care payments. This means the first month of child care will be paid to provider as soon as the parent qualifies for assistance. If the parent does not submit all required information in that month, the provider won't receive payment for the next month.
4. July 1<sup>st</sup> is the tentative date to change from a payment-to-parent system to a payment-to-provider system. This means all payments will be directly deposited into the provider's bank account and the provider will receive a 1099 for income tax filing.
5. July 1<sup>st</sup> is the tentative date to implement a stop-gap child care payment program. This means if parents lose their jobs they will only be eligible for part-time child care assistance while they look for another job.
6. December 1<sup>st</sup> is the tentative date for a one-stop system review system. This means parents will have the same review date for all assistance programs.

Mr. Smith asked if these changes will impact the Child Care Licensing program. Ms. Floyd said only the changes with the FFN providers will impact Child Care Licensing because they will be doing the home safety inspections.

There were no public comments.

Mr. Smith adjourned the meeting at 11:46.

The next meeting is on March 13th from 9:30 to 12:00 in room 128 of the Cannon Health building at 288 North 1460 West Salt Lake City.